



MAINE DEPARTMENT OF TRANSPORTATION REQUEST FOR QUALIFICATIONS (RFQ)

CIVIL RIGHTS OFFICE (CRO)

OCTOBER 2007

SUBJECT: PROFESSIONAL, PROJECT RELATED SERVICES - Selections under this solicitation will be for a General Consultant Agreement (GCA) managed by the MaineDOT CRO and span a 5 year period. Information submitted will also be used to establish a list of consultant firms that are prequalified to perform certain services for approximately a 5 year period, such period beginning with the selection of the short list of consultants. Services being requested are outlined as follows:

Civil Rights Office

On-The-Job Training Field Monitoring
On-The-Job Training Supportive Services
Disadvantaged Business Enterprise Supportive Services

Attachments to this RFQ include the following:

- Attachment A: Firm General Information Form

SUBMISSIONS DUE: 3:00 pm, Friday, November 30, 2007. Your Statement of Qualifications (SOQ) received after that time and date will not be considered.

INQUIRIES/CLARIFICATIONS: Please submit inquiries and requests for clarifications to holly.anderson@maine.gov Subj: CLARIFICATION RFQ CIVIL RIGHTS or by Fax 624-3401 to the individual referenced by ATTN: no later than 3:00pm, Wednesday November 21, 2007. Responses to applicable general questions will be posted on the MaineDOT Website as they are received, but no later than 3:00pm, Monday, November 26, 2005.

Submit your SOQ by E-mail to holly.anderson@maine.gov (if less than 5Mb) – if over 5Mb, please submit by CD (at the address below) (no DVD's) to:

MAINE DEPARTMENT OF TRANSPORTATION
Attn: Holly Anderson, CIVIL RIGHTS OFFICE
16 State House Station
Augusta, ME 04333-0016

OR

Federal Express and United Parcel Service address:
MAINE DEPARTMENT OF TRANSPORTATION
Mailroom Tel: (207) 624-3220
Attn: Holly Anderson, CIVIL RIGHTS OFFICE
2 Child Street
Augusta, ME 04333-0016

Each SOQ received will be acknowledged by return E-mail. Please label any CDs submitted with the E-mail address to which an acknowledgement should be sent.

SELECTION PROCESS/SCHEDULE: MaineDOT will select Firms for a multi-year GCA based on an open, fair and qualifications-based process under the Brooks Act Procedures. The GCA will be awarded for services to be managed by the CIVIL RIGHTS OFFICE as listed above.

A “Long List” will be published no later than **Friday, December 7, 2007**, of firms who have submitted complete SOQs. The selection committee, after reviewing SOQs, will develop a list of prequalified firms, a short list and conduct interviews. Short listed consultant firms will be notified by **Friday, December 14, 2007** to arrange interview schedules.

SOQ SUBMITTAL REQUIREMENTS: Each SOQ file should follow format and content requirements as follows:

Headers/Footers – Each SOQ submitted must include the Firm’s name in the header of every page except the title page. Title pages must contain the Firm’s name, address and telephone number. Page number and total pages are required in the footer of every page.

Page Limitations/Format – The Firm will be allowed 2 pages maximum per criteria for responses to SOQ General Criteria questions. Service Criteria question responses will be limited to 6 pages. Pages within the limitations not used for general or service criteria questions will not be allowed to roll-over to other services within the submission. Title sheets do not count toward the page limitations. It is not necessary to submit to the full page limit. Responses to all service criteria shall be in numerical order.

(Note: the general and service criteria questions are shown at the end of this RFQ).

Each firm shall submit a Resume file along with the SOQs described above: The Resume file shall contain individual Resumes of the Firm’s personnel who will be providing any of the services listed in the Firm’s SOQ. Resumes do not count toward the page total and are not restricted by font size/margins noted below in “File Formats”. Resumes should be arranged in alphabetical order within the file. Resumes shall have no more than 1 page per individual, except that Principals and Project Managers may have two pages for each individual.

File Content and Naming Format – All submissions shall be in 12pt font. Pages shall be printable on 8 ½”x11” paper and include a 1” margin. PDF electronic format is preferred; MSWord 2000 or greater is acceptable. Each SOQ file shall be named SOQ_CRO followed by consultant name; i.e. **SOQ_CRO_YourFirmName.pdf**. The Resume file name shall have a similar format, i.e. **RES_YourFirmName.pdf**.

If you have any information you consider being of a confidential nature (special procedures, trade secrets, patented processes etc.), please so mark it in your submittal.

CERTIFIED DBE - MaineDOT Certified Disadvantaged Business Enterprise (DBE) consultants are encouraged to apply as the prime consultant for this work. Non-DBE Firms shall ensure that DBE’s have the maximum opportunity to participate in the performance of any project contract in accordance with MaineDOT current requirements for DBE utilization. Firms certified by another state’s transportation agency must be certified by MaineDOT.

Current requirements may be found at the MaineDOT website, “Certified Disadvantaged and Women Business Enterprise” directory available at: Certified Disadvantaged & Women Business Enterprises,

or by contacting:

Maine Department of Transportation

Attn: Jackie LaPerriere

Bureau of Project Development

Civil Rights Office

#16 State House Station

Augusta, Maine 04333-0016

Tel: (207) 624-3066, Fax: (207) 624-3051 TDD: (207) 287-3392

RFQ CRITERIA - The RFQ criteria are divided into 4 categories; 2 categories are General Criteria and 2 categories are Service Criteria. Relevant photos and graphics that assist the Department in evaluating the Firm's qualifications will be allowed. Photos and graphics must fall within the stated page limitations, margin requirements and file sizes.

GENERAL CRITERIA - Interested Firms must provide responses to the Criteria given below 2 pages maximum per criteria. These responses shall be at the beginning of the submission for each unit, following the SOQ Introductory Material as described earlier under Submittal Requirements and shall describe only in-house services, not those that would be provided by sub-contract.

Criteria A) Methods for controlling costs/quality control/assuring constructability

Provide a brief outline of methods used by the firm to control and monitor client costs, control quality, and (if applicable) assure federal compliance and positive results for civil rights programs.

Criteria B) Schedule/Workload/Communication

Provide a brief outline of your firm's methods of schedule control and ability to handle projected workload. Discuss project coordination with the MaineDOT. Describe how your firm will manage its role in this project and how it intends to maintain effective communication for the assignment.

SERVICE CRITERIA - Interested Firms must provide responses to the Criteria given below 6 pages maximum.

Criteria 1) Experience in the area of expertise.

Provide a brief synopsis of the most recent projects/experience in this service area for which your Firm has been engaged (preferably within the past 5 years). Include only information for the office/staff that will perform the work on MaineDOT projects, listing which areas are particular strengths. Projects included to exhibit relevant experience must include as a minimum: project description, client and contact, dollar amount of the construction/consultant fee, start and completion year of the construction/consultant work.

Criteria 2) Consultant Firm Staff

Provide a brief outline of the staff qualifications for key staff that will be used on MaineDOT projects. Information shall include years of education and experience, role for anticipated assignments within the service area, and relevant project experience.

ATTACHMENT A

FIRM GENERAL INFORMATION FORM

Each consultant shall submit one completed form (3-page limitation) with the SOQ Submission.

1. Firm Name/Business Address:

Name: _____

Address: _____

Submittal for Parent Company Branch/Subsidiary

Name: _____

Address: _____

2.Contact Person:

Name: _____

Address: _____

(Contact person must be an authorized officer of the firm who will be signing this form.)

Telephone No.:

Fax No.:

E-mail Address:

Please provide the following:

Federal Tax Identification Number

OR

Social Security Number

3. Business Structure:

a. Check appropriate box/boxes indicating business structure or firm ownership:

- ☐ Individual/Sole Proprietor
 - ☐ Minority Owned
 - ☐ Partnership
 - ☐ Woman Owned
 - ☐ Corporation
 - ☐ Small Business
 - ☐ Non-Profit
 - ☐ Other - Explain:
-
-

b. If your firm is a DBE, are you certified as such by MaineDOT's Civil Rights Office at 207-624-3066 or <http://www.maine.gov/mdot/disadvantaged-business-enterprises/dbe-home.php>?

☐ Yes ☐ No ☐ N/A

(If you are a DBE Landscape Architect, you must also be certified with the Department's Environmental Office at 207-624-3100.)

c. If a Corporation, indicate the name of the state of original incorporation:

Name: _____

State: _____

d. Are you registered with the Maine Department of the Secretary of State, Bureau of Corporations, Elections and Commissions (207-624-7736 – <http://www.maine.gov/sos/cec/>), to do business in Maine? ☐ Yes ☐ No

(Please note MaineDOT must have a copy of your current Certificate of Good Standing on file in order to negotiate a contract. Not required as part of this submittal.)

4. Financial Accountability:

a. Your firm must have an acceptable cost accounting system which documents project costs and is in compliance with Department and Federal (FHWA, FAA, FRA, FTA, etc) requirements.

Briefly explain your system, or note date of last Audited Overhead Report issued under GAAS.

b. Has the firm ever had an Overhead Audit performed? ☐ Yes ☐ No

(An Audited Overhead Statement must be submitted and approved by the Department in order to negotiate a contract. Not required as part of this submittal.)

c. Is the firm willing to accept the Department's current overhead cap of 120% for construction inspection and construction testing, including quality assurance inspection; 150% for design and planning related work and studies; and/or 170% for environmental, geotechnical, photogrammetry and survey work? ☐Yes ☐No

d. Is the firm willing to accept the Department's direct salary cap of \$50/hour or \$104,000 annually? ☐Yes ☐No

e. Is the firm aware that mileage reimbursement is limited by law to that which state employees presently receive (Rates are shown at the following website http://www.maine.gov/bac/policies_procedures/Financial_Manual/Chapter10_Travel/Index.htm), and that the Department does not allow any mark-up on direct expenses and sub-consultants costs? ☐Yes ☐No

If you answered No to 4c, 4d or 4e, briefly explain.

5. Affirmative Action:

a. Has your firm ever subcontracted to a DBE (Disadvantaged Business Enterprise) firm? ☐Yes ☐No

b. Is your firm willing to contract a portion of the work to a DBE firm and are you aware of Equal Employment Opportunity responsibilities and our goals for utilization of DBE firms? ☐Yes ☐No

c. Does your firm have an "affirmative action" and "equal employment" opportunity policy and plan? ☐Yes ☐No

Please include a copy of your plan with this information sheet. OR Please provide a copy of the plan at the interview. (The plan must be submitted to ACO and approved by the Department in order to negotiate a contract. It is not required as part of this submittal.)

6. Insurance:

Can your firm provide proof of insurability in the following categories:

a. Professional Liability at a minimum of \$500,000.00 per claim and annual aggregate. ☐Yes ☐No

b. Commercial General Liability (CGL) of \$1,000,000.00 per occurrence, and \$2,000,000.00 in the aggregate. ☐Yes ☐No

c. Automobile of \$1,000,000.00 per occurrence. ☐Yes ☐No

d. Workers Compensation in accordance with the requirements of the laws of the State of Maine.
☐Yes ☐No

A Certificate of Insurance must be submitted to the Agreement Coordination Office prior to execution of a contract. MaineDOT must be named additional insured on the CGL policy.

7. Debarment, Suspension, Ineligibility, or Exclusion:

Has your firm been debarred, suspended, declared ineligible or voluntarily excluded from contracts by the Federal Government or any state agency within the last 3 years? ☐Yes ☐No

If yes, briefly explain below.

I certify the foregoing to be true and accurate.

**Electronic or Scanned Image of Hand Written Signature of Authorized Officer of the Firm
(Contact person from page 1):**

Name: _____

Title: _____

Date: _____

I certify that the foregoing signature is true and accurate. I further certify that it (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, (d) is under the sole control of myself, (e) is linked to data in such a manner that it is invalidated if the data are changed.

(10 M.R.S.A. §9501 et seq.)